

# EMERGENCY GUIDE –

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**FIRE: SMOKE OR FLAMES**  
**PULL ALARMBOX AND EVACUATE BUILDING**  
**ALARM BOX LOCATED IN: \_\_\_\_\_**

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## **EMERGENCIES OTHER THAN FIRE**

**Examples: medical, vandalism, broken windows or doors, disruptive individuals**  
**CALL EMERGENCY NUMBER: \_\_\_\_\_**

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**Also Call:**

**Building problems: \_\_\_\_\_**

**Heating, Air-conditioning, and Ventilation Emergencies: \_\_\_\_\_**

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**After calling the emergency number, call (in the order listed below) until you reach someone:**

<u>STAFF</u>	<u>TITLE</u>	<u>EXTENSION</u>	<u>HOME PHONE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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**In case of damaged materials, call:**

\_\_\_\_\_

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(See Disaster Plan directions located \_\_\_\_\_)

**NOTE:** Some situations do not require emergency action, such as insects, local temperature/humidity variations, etc. These problems, however, should be reported to your supervisor.

(Date \_\_\_\_\_)